

2.2. Moving and Deleting Sections (Moderators Only)

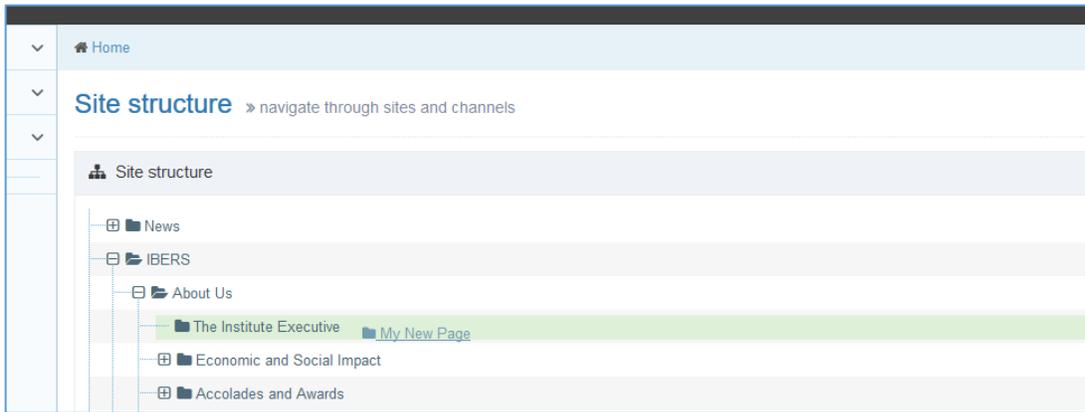
Sections can be moved to new locations in the CMS or deleted if they are no longer needed. This should be done with care. When sections are deleted you will still see them in the CMS marked as inactive until the CMS Recycle Bin is emptied by an administrator. Moving and deleting a section affects both the English and Welsh versions of the section.

It is possible to create a section in your site (hidden from menus) that is used as storage for deleted items. This allows you to unclutter your area. Contact IS for help in creating a hidden 'bin' section (is@aber.ac.uk or 2400).

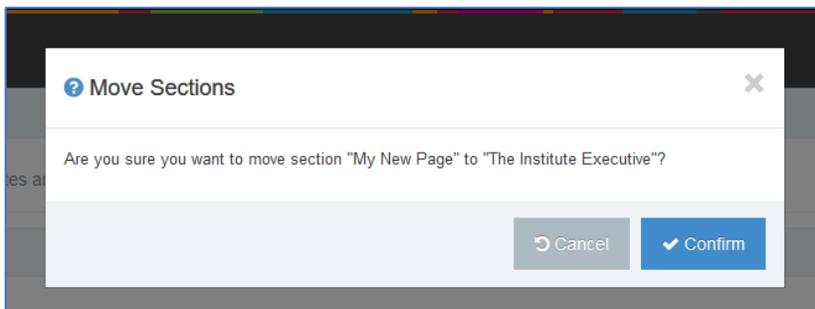
It is also possible to create a further section (hidden from menus) to be used as an archive where you can store items that you wish to remove but may need later. Contact IS for help in creating a hidden 'archive' section (is@aber.ac.uk or 2400).

Moving a section

1. In Site Structure view, find the section you wish to move.
2. Click and hold your mouse on the section and drag it to the new location. As you drag the section over other sections they will highlight in green. When the correct section is highlighted in green, let go of the mouse.



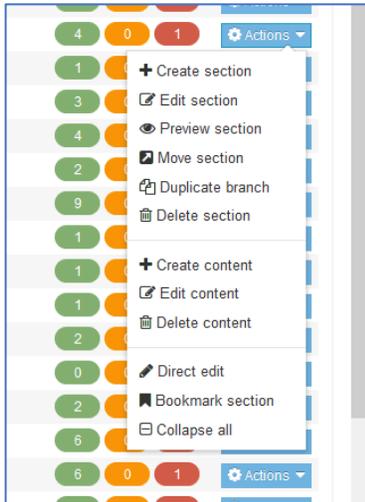
3. A pop up will appear asking you if you are sure – click the Confirm button.



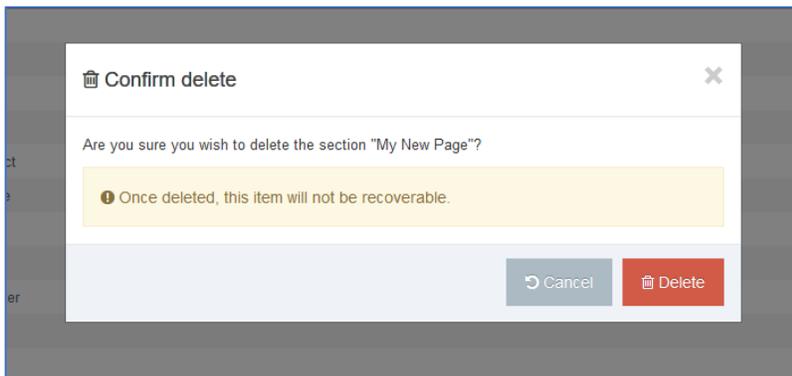
4. You will now see your section in its new location in the Site Structure.

Deleting a section

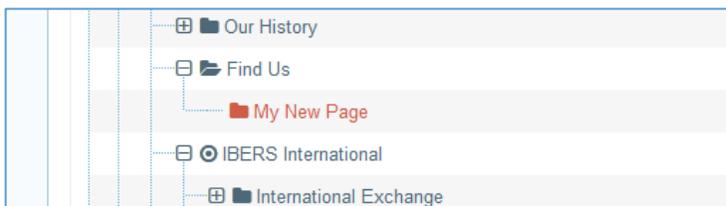
1. In Site Structure view, find the section you wish to delete.
2. Click on the Actions button to the right of the section you have chosen, and the Actions menu will appear. Choose 'Delete Section'.



3. A pop up will appear asking you if you are sure – click the 'Delete' button.



4. You will now see your section highlighted in red in the site structure – this indicates that it has been marked for deletion and will no longer be published.



5. If the section that you are deleting was linked to from other sections of the site, you will be warned and shown a list of sections that link here. Please be sure that you update any sections you have permission to access and inform those responsible if you don't have permission to update them yourself.